City of Bellingham
Classification Specification

CLASS TITLE	**Buyer I/II**
DEPARTMENT	**Finance**
UNION:	**1937**
SG:	**109/111**
CS:	**Yes**
FLSA:	**Y**
EEO/SOC CODE:	**TE/13-1023**

NATURE OF WORK:

Performs progressively responsible purchasing duties for a variety of materials, equipment, products and services for City departments. Duties require evaluating goods and services subject to competitive bidding and other formal purchasing requirements and procedures. Responsible for preparing and processing Invitations for Bids (IFBs), Requests for Proposals (RFPs), Requests for Quotations (RFQs), and Purchase Orders. Consults with City staff including department heads, division managers and other customers to help define and source procurement needs. Provides technical research, analyzes costs, develops specifications and identifies vendor pool. Responsible for training, expediting, bid evaluation and bid recommendations to Purchasing Manager.

DISTINGUISHING CHARACTERISTICS:

The Buyer I/II is distinguished from other classifications by its emphasis on performing technical work required to procure goods and services in the Public Sector.

Buyer I

The Buyer I focuses on the day-to-day purchasing activities of the unit and is distinguished from the Buyer II by its performance of routine, recurring purchasing work within well-defined instructions, and its greater level of supervision and instruction required in the performance of assigned duties. Purchasing authority is limited and clearly defined. Work product is generally reviewed by higher level purchasing staff. Incumbents at this level typically receive instruction or assistance as new or unusual situations arise. Incumbents in this position will move to Buyer II in a non-competitive promotion upon completing two years as a Buyer I.

Buyer II

The Buyer II is distinguished from the Buyer I by a greater level of experience which provides a higher level of skill and independence in the performance of job duties. In accordance with established procedures, rules and regulations, the Buyer II is expected to perform the full range of routine to complex duties within the scope of the classification with minimal supervision. The Buyer II works to procure unique, scarce or custom-made items requiring creative development of original specifications, with minimal supervision or assistance.

The Buyer II is distinguished from the Lead Buyer by performing purchasing duties under the guidance of the Lead. The Lead Buyer spends significant time coordinating and monitoring the

work of the purchasing unit, developing manuals, assisting with contract selection and reviewing the work of others.

Note: A person with the requisite experience and training may be hired in at the Buyer II level.

SUPERVISORY RELATIONSHIPS:

Reports to the Purchasing Manager. Receives direction and training from higher classified positions within the division (Buyer II and Lead Buyer). Works under general supervision and the guidance of applicable federal, state and local statutes, regulations, policies and procedures.

ESSENTIAL FUNCTIONS:

1. Provides purchasing services to City Departments. Receives and responds to departmental requests and/or requisitions for purchase of a variety of materials. Identifies, analyzes, compares and makes purchase judgments based on lowest price, highest quality and availability. Enters requisitions into Finance Enterprise, sends purchase orders to vendors, acts as point of contract to resolve any internal or external issues with orders.

2. Develops specifications for procurement of equipment and supplies for review by departments. Recommends specifications, procurement and bidding strategies, and ensures City specifications comply with federal, state and City laws, regulations, codes, policies, and procedures.

3. Researches catalogs, markets, studies trends, and keeps current on new developments and products, and locates potential suppliers. Contacts other public and private agencies in specification research work. Prepares reports by collecting, analyzing and summarizing information and trends.

4. Acts as City contact to handle problems and questions for City purchasing contracts for the life of contracts. Responds to department and vendor needs as required. Prepares reports, investigates complaints and secures adjustments as necessary.

5. Coordinates and forms teams to conduct performance tests or demonstrations of new equipment, supplies and/or materials for acceptance. Consults with departments regarding bids received and assists with the bid evaluations.

6. Responds to inquiries by City staff and the public on procurement rules, regulations, City charter, state and federal laws.

Buyer II

1. Provides technical guidance and on-the-job training to less experienced co-workers.

2. Coordinates the disposal, sale, transfer, and accurate record keeping of City surplus property.

3. Coordinates with Public Works' Fleet Department on the procurement of vehicles and equipment. Assists in arranging demonstrations of equipment and supplies. Ensures that Fleet vehicle purchases follow the applicable laws, policies, and procedures.

4. Ensures bid invitations are distributed and bid opening dates are advertised. Interprets, evaluates and reviews bids and proposals for content and conformance to specifications, policies and procedures.

5. Maintains City's Small Work Roster process. Updates MRSC Small Works Roster information portal, assists companies in MRSC roster process and creates rosters for City Department's solicitations.

6. Provides training to end users in procurement related processes, policies and procedures and financial system use in support of purchasing and contracts.

7. Performs all duties of Buyer I.

ADDITIONAL WORK PERFORMED:

1. Maintains technical knowledge by attending educational workshops, reviewing professional publications, establishing professional networks and participating in professional societies.

2. Performs other related duties within the scope of the classification.

KNOWLEDGE AND SKILLS:

Knowledge of:
- Procurement management theory and technical equipment characteristics such as those required in Police, Fire, Public Works, Parks and general administration.
- Contract administration and contract law.
- Shipping and transportation details and problems.

Skill in:
- Strong oral communication and interpersonal skills for working with vendors and providing objective buying services to City departments.
- Problem analysis, planning and organization, decision making, interpersonal sensitivity, adaptability/flexibility, stress tolerance, and time management.

Ability to:
- Adhere to highest ethical standards in administering City purchasing functions.
- Read, interpret, understand, and utilize code books, regulations, policy, and procedural manuals.
- Identify, analyze, compare, and make appropriate judgements about available materials through the use of catalogs and other vendor written materials.

- Add, subtract, multiply, divide, compute percentages and fractions, figure volume, space and load calculations.
- Utilize computerized record keeping systems including spreadsheets, word processing and inventory control systems.
- Gain rapid knowledge about new product development.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently transport objects weighing up to 25 lbs.;
  - Occasionally position oneself at ground level and or above ground at all levels to inspect all angles and viewpoints of equipment on uneven terrain and in all weather conditions to inspect and/or research equipment, supplies or materials;
  - Move between work sites;
  - Frequently communicate accurate information and ideas with others;
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, calculator.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with extensive time spent at a computer workstation to develop specification documents, research information and perform administrative tasks. Visits field sites to research existing and new equipment for possible purchases; this includes physically positioning oneself to inspect equipment at all angles at and above ground level in all weather conditions.

EXPERIENCE AND TRAINING REQUIREMENTS:

Buyer I

- Two (2) years of procurement experience with fleet, equipment, materials, supplies, bidding and specifications writing required. Relevant education or training may substitute for up to one year of experience.
- Strong computer experience preparing spreadsheets, using database management software and word processing software required.
- Experience in the development and use of Requests for Proposal (RFP's), Requests for Qualifications (RFQ's), Request for Information (RFI's) and complex requests for bid preferred.
- A.A. degree in business administration, liberal arts, engineering or a related field preferred.

Buyer II

- Minimum of four years of progressively responsible professional procurement experience with fleet, equipment, materials, supplies, bidding and specifications writing, with one (1) year of this experience being in a State of Washington or municipal agency required. Relevant education or training may substitute for up to two years' of experience.

OR

- Two years' experience as a Buyer I with the City of Bellingham.

AND

- Strong computer experience preparing spreadsheets, using database management software and work processing software.
- Experience in the development and use of Requests for Proposal (RFP's), Requests for Qualifications (RFQ's), Request for Information (RFI's) and complex requests for bid.
- National Institute of Governmental Procurement-Certified Procurement Professional (NIGP-CPP), NIGP-Public Procurement Associate (NIGP-PPA), Certified Professional in Supply Management (CPSM) or Certified Professional Public Buyer (CPPB) certification preferred
- A.A. degree in business administration, liberal arts, engineering or a related field preferred.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record at time of hire. Candidates must submit a three-year driving record abstract prior to hire.
- Employment contingent upon passing a criminal background check.

PREPARED BY: K. Hanowell
S. Skagen
Finance Director

REVIEWED BY: _____
Andrew Asbjornsen

REVISED BY: K. Sicktich
4/87
G. Bennett
6/89
A. Ringus/A. Ruiz
9/94
L. McGowan-Smith/J. Cady
4/02
S. Moses/A.Faria
10/16
M. Serier
M. Barrett
E. Weinberg
9/24

REVIEWED BY: _____

COMMISSION ADOPTION: October 9, 2024